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Approved For Release 2003/04/29 : CIA-RDP84-00780R003800030015-4

FILE

Travel 6

20 FEB 1970

MEMORANDUM FOR: Executive Officer,
Deputy Director for Support

SUBJECT : Agency Policy on Domestic Per Diem Rate

REFERENCE : Your Memorandum to Chairman, CIA Travel Committee,
dated 26 November 1969 64-5354

1. You have requested the Travel Policy Committee to review the implementation of the new maximum domestic per diem rate to determine whether any revision in Agency policy is appropriate.

2. We examined the implementing policies of various other Government agencies as well as existing Agency policy as specified in the travel regulations. We understand that the Department of State has decided to implement the per diem rate increase to \$25 without further policy revision. The Joint Travel Regulations (Department of Defense, Civilian Personnel) were recently similarly revised.

3. It was the intent of the statutory action by Congress that per diem reimbursement made to Government travelers should generally cover their official travel expenses which, since the last per diem increase in 1961, had gradually but steadily increased until approximately 50 percent of official travelers were out-of-pocket in their pursuit of the Government's business. There was no corresponding Congressional intent to revise the groundrules applicable to the payment of per diem.

4. Agency policy recognizes the \$25 per diem rate to be the maximum allowable and enjoins authorizing officials to authorize only the allowance justified under the circumstances and necessary to cover authorized expenses. Considering the diversity of travel circumstances we believe such a policy must be continued to permit appropriate flexibility in the establishment of reasonable per diem authorizations.

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
5. Although routine authorization of maximum per diem could result in potential windfalls in certain per diem situations, we believe equity is best served by making the authorizing official responsible for the rates to be established on a case basis. Such determinations can most validly be made by the Office(s) of concern.

6. We suggest that components which establish per diem guidelines in recognition of special considerations for travel to areas under their jurisdiction should notify your office or other Agency components of their policy. In this way appropriate information could be made available to other interested offices.

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7. It is the Committees' recommendation not to revise Agency policy respecting the new maximum domestic per diem rate.

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Chairman/
Travel Policy Committee

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Policy on Domestic Per Diem Rate

FROM:

Chief, Policy & Planning Staff, OF

EXTENSION

NO.

DATE 9 February 1970

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 Deputy Director of Finance

2.

3 Executive Officer, DDS

4.

5.

6.

7.

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9.

10.

11.

12.

13.

14.

15.

SIGNATURE